

**INTERAGENCY OVERSEAS EMPLOYEE POSITION DESCRIPTION**

This document is used for regulatory purposes relating to the appointment and payment of public funds. False or misleading statements may constitute violations of such regulations. Prepare according to instructions from the Supervisor's Field Guide for Supervisors of Locally Employed Staff, Chapter 2 (3 FAH-2 H-440).

1. Post Hanoi, Vietnam	2. Agency Department of State	3a. OPS Job Code H02905			
3b. Post Job Number 332001-K0003860		3c. Subject to Identical Position? If yes, provide total position number and list all additional post job number(s) in 3d. <div style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div>			
3d. Total Number of Positions N/A		Identical Additional Post Job Numbers N/A			
4. Post Position Title or Working Title (if different from official title) Human Resources Assistant (SI Team Lead)					
5. Reason for Submission <div><input type="checkbox"/> New position <input type="checkbox"/> Implementation of SJD/FJD <input checked="" type="checkbox"/> Recertification of position description <input type="checkbox"/> Significant changes to existing position <input type="checkbox"/> Reorganization or reprogram of existing vacant position to position with different official title or occupational series - <i>provide OPS position Number and OPS Job Code for existing vacant position</i></div>					
6. Organizational Design					
6a. Office/section Management			6b. First Subdivision HR		
6c. Second Subdivision			6d. Third Subdivision		
7. Certifications/Signatures					
7a. Employee	I acknowledge receipt of this description of my position duties and responsibilities.	<input type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document.			Date
7b. Supervisor	I certify that this is an accurate description of the duties and responsibilities of this position.	<input checked="" type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document.			Date
7c. Section Chief/ Agency Head	I certify that this is an accurate description of this position and there is a valid management need for this position.	<input checked="" type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document.			Date
7d. HR Officer/ Mgmt. Officer	I certify that this is an accurate description of this position.	<input checked="" type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document.			Date
8. Classification Action and Certification - I certify that this position has been classified within established standards.					
8a. Classification Center	Official Title	Job Series	Grade	Approver Name	Date Approved
8b. GTM/OE	Official Title	Job Series	Grade	GTM/OE Name	Date Approved

8c. Recertification Reason			RCC/Approver Name		Initials/Date
Position is vacant. Was classified by RCC in December 2013. No significant changes to duties and responsibilities.					
9. Post PD Review	Initials/Date	Initials/Date	Initials/Date	Initials/Date	Initials/Date
9a. Employee					
9b. Supervisor					
9c. HR/Mgmt. Officer					
<p>10. Job Overview</p> <p>Under the direct supervision of the American Human Resources Officer, incumbent of this position serves as the Team Leader/Supervisor of the Social Insurance Unit handling all aspects relating to the Local Social Security System (LSSS) with the Government of Vietnam, including social insurance (SI) participation, contribution and SI benefits for all LE Staff of the U.S. Embassy in Hanoi, Official Residence Expense (ORE) Staff, and the local staff of the American Club. S/he is responsible for the monthly reports and annual reconciliation of SI participation and contribution for all LE Staff at the Consulate General in HCMC. The incumbent acts as the Embassy's primary point of contact with the Government of Vietnam regarding all aspects of the social insurance issues; works closely with relevant Government offices to ensure required procedures are implemented at post; provides oversight and management control to every aspect of the general labor management process, the benefit claim process to ensure that employees' SI benefits are fully observed, and works with the relevant government offices to resolve complicated problems and issues. S/he will provide back-up coverage and cross training to the other LE Staff positions in the unit and liaises closely with the HR Specialist to ensure the office's ultimate goals are achieved. The incumbent will also support HR major projects and perform other duties as assigned.</p> <p>10a. Direct Supervisor of Position:</p> <p>Under the direct supervision of the American Human Resources Officer.</p> <p>10b. Position Directly Supervises:</p> <p>Supervise other LE Staff who handles SI issues in the unit.</p> <p>10c. Indicate if the position has authority to obligate funds:</p> <p>No</p> <p>10d. Provide security access determination level, if required:</p>					
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11. Major Duties and Responsibilities (Include % of time spent for each duty, percentage totals must equal 100%):

Provide oversight and management control over SI participation, contributions and benefits for Embassy Hanoi's employees **60%**

Incumbent of this position serves as the Embassy's sole representative/ main point of contact with the Government of Vietnam regarding its obligation for the SI participation and contribution; works closely with the Government of Vietnam and the Embassy's Financial Management Center to ensure the SI program runs smoothly; maintains the list of participated employees; and ensures that the monthly payable and paid contribution amounts are accurate. The incumbent designs the process map and standard operating procedures for implementation at post; takes the critical role to ensure the employees' SI benefits are observed and all benefit claims are processed properly. The benefits that LE Staff are entitled to under the LSSS includes sickness (for employees and children under 7 years old); maternity (pregnancy, miscarriage, stillbirth, giving birth, child adoption, family planning); health rehabilitation/recovery (after suffering from long sickness, giving birth, labor accidents or occupational diseases); Labor accidents or occupational disease; Retirement; and Death.

S/he manages and oversees the Labor Management Process and the Benefit Claim Process, ensures that the labor management process is carried smoothly; reviews paperwork and ensures that the right process takes place. The incumbent also works with the local government to resolve any complex issues referred by other staff regarding SI contribution and benefits.

The incumbent keeps abreast of the local laws regarding SI issues and acts as an advisor to the American Human Resources Officer regarding SI issues; provides inputs and recommendations to solve any SI related problems/issues and to better implement the SI program at post; and provides updated information of the SI laws to the American Human Resources Officer and Management as necessary.

The incumbent will be answerable to the American Human Resources Officer and Embassy's employees regarding every aspect of the SI program.

Provide oversight, reconciliation, and reports of SI participation and contributions for HCMC Consulate's employees **15%**

Calculates and prepares monthly reports of the mandatory contribution and deduction amounts for social, health and unemployment insurance to FOSCO for all LE Staff at the Consulate in HCMC. Adjusts the calculations for new, resigning LE Staff and those who are on maternity leave, sick leave and leave without pay, etc... in accordance with the guidance of the local insurance law. At the end of each year, the position has to reconcile the differences for refund/adjustment with FOSCO.

Other Administrative Duties **(25%)**

The incumbent supervises other LE Staff who involves in the SI program, including: Providing guidance and delegating tasks to other employees in the unit; Monitoring the employees' performance, coaching, mentoring, writing employees' performance evaluation reports and work and development plans, approving leave requests, recommending training, disciplinary actions if necessary.

Coordinates with MED Unit and relevant offices to ensure mandatory physical examination/check-up for drivers and incidental driver positions is carried out properly, this includes providing an oversight to the process, tracking and ensuring respective offices and employees follow the policy properly.

The incumbent provides back up support and cross training to other positions in this unit; translates routine diplomatic notes, correspondence, official letters, etc.; provides assistance during HR award ceremonies and other big HR projects; liaises closely with the HR Specialist to ensure the ultimate goals of the office are achieved, and performs other duties as assigned.

***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

Minimum Qualification Requirements

12. Knowledge

12a. Pre-hire (*Operational*)

The incumbent must possess a detailed and specialized knowledge/understanding in aspects of the local laws including social insurance law, health insurance law and other relevant decree and circulars. General office operations and procedural requirements pertaining to functions performed in an HR Office.

12b. Post-hire (*Organizational*)

In depth knowledge of State Department HR regulations (including FAM, FAH) and procedures of other associated agencies.

13. Education

University/College studies is required.

14. Licensing/Certifications/Training

Overseas Personnel System (OPS)

PA331 - Basic HR Course

PA338 – Intermediate Human Resources for LE Staff

On-the-job training using program documentation and user manuals.

15. Work Experience

15a. Nonsupervisory:

At least three years of progressively responsible experience working with international and local organizations in the areas of human resources, social insurance, compensation & benefits work is required.

15b. Supervisory:

16. Language Proficiency - List English and other host country language(s) proficiency requirements by level (1-5) for speaking, reading, and writing.

English:

Level 4 - Fluent; written/spoken, including the ability to translate

Host-Country Language: Vietnamese

Level 4 - Fluent; written/spoken, including the ability to translate

Host-Country Language:

Host-Country Language:

Host-Country Language:

17. Pre-hire Skills and Abilities

Must be proficient in Microsoft Office suites including Word, Power Point, Excel and Outlook. Good numeral skill is required. Must be able to understand mathematics and work with numbers. Must be familiar working with an insurance management software.

Must be personable, tactful, diplomatic and able to develop fruitful working contacts with Government offices' officials when dealing with benefit claims process. Good typing skills. Excellent customer service skills.

Must be discreet in order to protect the confidentiality of personnel information and must possess excellent interpersonal skills. Must be a good team player and have the ability to handle complex personnel issues and deal with personal conflicts.

18. Post-hire Skills and Abilities

Must be able to develop skills in using Overseas Personnel System (OPS) and other HR applications.

19. Special Work Environment & Conditions

20. Post PD Review Notes (*FOR HR USE ONLY*)

- Section 11: Adding driver check-up coordination duty and support during HR award ceremonies and other big projects.
- Section 15.a.: Remove one-year in a supervisory/managerial position requirement
- Section 13: Changed to University/College studies



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1. Post – Please type the post name.
2. Agency – Please type the agency name.
3. This section deals with the numbers found in OPS, on the individual employee's document and internal management of identical additional positions. It is an important internal control for position management.
 - 3a. OPS Job Code: This number is generated by the OPS System and is linked with the MClass system. This block will be completed by the Post HR Office for existing positions or by checking on MClass for new positions once positions are classified.
 - 3b. Post Job Number: This column should contain the OPS assigned position number or post position number recorded in MClass.
 - 3c. Please indicate if the classification will be assigned to multiple (identical additional "IA") positions.
 - 3d. Total number of identical positions - Please state the total position numbers that are assigned to the position's MClass record. Identical post job numbers should be listed in this section. If space is insufficient to list all identical post job numbers, please provide details in the organizational chart.
4. Post Position Title - This is used when the official position title in MClass differs from the more common title found in the host country. If there is no position working title, please leave this blank. The position working title will also appear in OPS.
5. Reason for Submission - please select the appropriate reason for submission. Please provide additional information when prompted.
6. Organizational Design - listing the office, section, and unit where the position is located.
7. Certifications/Signatures - Since this document is used for regulatory purposes relating to the payment of public funds, each stakeholder is required to acknowledge or certify, and sign.
8. Classification Action and Certification - This is completed by the RCC annotating the Official Title, Job Series and Grade of the position. The date is the date that the position was either approved or recertified in the MClass system. When there is a formal appeal of the classification performed by the RCC, the final decision from GTM/OE and/or USAID will be annotated here with name/initials.
 - 8c. PD Recertification - Post to provide reason (e.g., PD is more than 5 years but still valid, or some changes reflected in the PD are not significant for reclassification). RCC provides the recertification official and date upon updating/uploading the revised PD in the MClass.
9. Position Description Review - This section documents the local reviews/updates performed at the Post level that are not sent to the RCCs. Refer to the most updated policy aid or contact respective RCC for additional clarification on minor changes at Post Any change to a PD must be reviewed by the employee, supervisor and Management Official (see 7 for explanation for Management Official).
10. Job Overview - This is a brief statement explaining the overall purpose of the position. This statement will appear in the vacancy announcement when the position is advertised. It should be concise, no more than 2 paragraphs, and be in plain language that can easily be understood by internal and external applicants.
 - 10a. Direct Supervisor of Position: This a brief statement explaining who the direct supervisor of the position is; the level of oversight that will be used and how the work will be reviewed.



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- 10b. Position directly supervises - When applicable, provide a brief statement regarding whom the position will supervise. Please explain how that will be done. For example, will provide daily guidance, approve/disapprove leave, take part in hiring decisions; provide recommendations to disciplinary actions, counsel employees and be the rater for performance reviews.
- 10c. Authority to obligate funds. If the position will have the authority to obligate funds, please select yes. If not, select no.
- 10d. No choice is needed here for LE Staff position as a local security certification is the default security access requirement for LE Staff position. If there is a reason requiring a higher security access determination, please consult with the Post Regional Security Officer and the Office Personnel Management's Position Designation Automated Tool (PDT), and subsequently indicate the appropriate level required by selecting one of the drop-down options.
11. Major Duties and Responsibilities. Do not enter the phrase "see attached" and do not attach any documents. Similar to the PDF or Word version of this form, the space will expand. When using the My Data form, begin typing here. When printing, check the box "print addendum" on the print screen so that all the data entered will print as an addendum.

Describe the regular and recurring work that will be required of the incumbent. Include duties that are performed 10% or more of the total work time (i.e., 4 or more hours per week). Start with the most important requirement or the largest percentage of time. Please group similar duties together. For each duty or group of tasks, describe the work to be performed, including methodologies and technologies.

For all agencies except USAID: The following statement should be included on every PD, at the end of Section 11, to address the issue of "other duties as assigned". No percentage of time is allocated to this statement.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

Minimum Qualification Requirements: These requirements must reflect the minimum knowledge, skills and abilities (KSAs) required to successfully fulfill the duties at the full performance level. These will not necessarily be the KSAs of the current or previous incumbent. All requirements must state "is required" or "must." The words "desired" or "preferred" are not to be used.

Some of the categories are split into pre-hire and post-hire levels. Pre-hire levels are those KSAs that the applicant is expected to already have before coming to work for the US government. Post-hire levels take into account the knowledge, skills and abilities that can only be obtained after being hired. Both pre-hire and post-hire levels are used during classification; however, only pre-hire levels are used during recruitment.

12. Knowledge is the theoretical or practical understanding of a subject, which includes the necessary information, subjects, and topics that should be known to successfully fulfill the duties.
- 12a. Pre-hire (Operational): This covers knowledge of the external environment or standard practices in the host country. This may be political, legal, occupational safety practices, accounting standards, building practices, and/or the business environment.
- 12b. Post hire (Organizational): This covers knowledge of US government workings and structure. Consider requirements to understand internal procedures, agency and USG regulations, policy, purpose of organization and its staff.
13. Education: List the minimum education level required for effective performance. For post-secondary education (i.e., university degree, master's degree and PhD), you must list a field of study that is directly related to the duties and responsibilities of the position. No more than five specific fields of study should be listed.



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14. **Licensing/Certifications/Training:** This is the mandatory licensing, certifications or training that is required to reach effective performance within a reasonable period of time. Some licensing or certification are required at the point of hire, such as valid driver license, technical or specialist certification (technical, medical), others would be obtained during employment such as Overseas Personnel System training, Smith System Safe Driver training, Contracting Officer's Representative training, Grants Officer Representative training, basic consular training. Do not include training that is required of all employees, such as new employee orientation, cybersecurity, etc.
15. **Work Experience:** What experience does the incumbent need to successfully perform the duties and responsibilities of the position? State the minimum amount of time in months or years required. Do not cite a range of years (3-5 years of experience) or use progressive experience. Instead, list the minimum number of months or years (e.g., minimum of 6 months experience, or minimum of 4 years of experience.).
- 15a. **Nonsupervisory:** Please list the minimum experience needed to effectively perform the non-supervisory duties and responsibilities of the position.
- 15b. **Supervisory:** List the amount and type of previous supervisory experience required to successfully perform the supervisory duties of the position. The supervisory experience should be part of the total years of experience such as minimum four years of experience, of which at least one year is in supervisory role. Please note that if a position supervises less than three employees, best practice is not to require supervisory experience in order not to exclude first time supervisors.
16. **Language Proficiency:** Indicate the degree of proficiency in a language or languages required for performance of the duties of the position. State the minimum level for reading, speaking, and writing. The proficiency should be consistent with the communication requirements needed to perform the duties and responsibilities of the position." See OE policy "Pre-Employment English Language and Other Testing".
17. **Pre-hire Skills and Abilities:** List skills & abilities that a candidate needs to have to be hired into the position, e.g., interview for HR Recruiter, presentation & public speaking for trainer, counseling for supervisor, drafting building plans for architect, interpersonal for CLO, etc.
18. **Post-hire Skills and Abilities:** List any additional skills and abilities that can be built during employment, e.g., data analysis, communication with diverse audiences, federal fund management, etc.
19. **Special Work Environment or Conditions:** Use this space if the position is subject to a special work environment or conditions, such as if the position is required to travel significantly (25% or more), or if position is expected to be on-call/standby. All special work environment or conditions must be consistent with local law.
20. **Post PD Review Notes. FOR HR USE ONLY.** Please use the space to annotate changes made to the PD during Post PD Review.

Full Performance Level: Below is a guideline for the typical period of time a new employee would need to reach full performance level. This should not be confused with a training grade or the probationary period.

Grades 1-3 – Three months
Grades 4-6 – Six months
Grades 7-9 – Nine months
Grades 10-12 – One year